

Healthy Eating Makes the Grade

Terms of Reference – October 2011

BACKGROUND

In the Fall of 2010, the first Healthy Eating Makes the Grade (HEMTG) Workshop was held with support from the Food Action Network's (FAN) 2010 SPARK Advocacy Grant from the Heart and Stroke Foundation of Ontario (HSFO).

The workshop connected a broader base of stakeholders from the school community with organizations working to improve food security to focus on ways to move all Thunder Bay Schools toward a healthier school nutrition environment. A wide variety of stakeholders attended: a total of 48 individuals/organizations were represented, which included parents, teachers, school administrators, board members, students, health and social service agencies, city planning, food producers, suppliers and university professors.

A group of 18 stakeholders emerged and transformed ideas to into action plans that included: engaging youth to promote healthier food choices at schools at two high schools; expanding partnerships and support for healthy food zones around schools; and advocating for school gardens and making connections around healthier cafeteria choices.

A successful proposal for a \$25,000 one-year Spark Community Advocacy Grant from the HSFO was submitted in spring 2010. The funds will support a part-time coordinator to mobilize all school nutrition stakeholders, including youth and key decision makers such as city officials to advocate for increased access to healthy food for students.

GOALS AND DELIVERABLES

1. As a result of a 2011 Spark Grant, HEMTG receives funding for the following functions:

To mobilize a wide-range of community stakeholders to advocate for increased access to healthy foods for students, by building on local action initiatives emerging from the Healthy Eating Makes the Grade Workshop such as: creating policies that support Healthy Food Zones around schools, school gardens and improved food choices at all schools in Thunder Bay. HEMTG will engage youth in advocating for healthier, youth-friendly food choices at high schools and encourage food suppliers to provide healthier food choices for all schools. These changes will help create healthy school nutrition environments that support healthy eating through both words and actions.

2. The following objectives carry out the above goal:

- a) Increase capacity to advocate for access to healthier food for students (engage 9 more working group members, 5 more coalition group members with a focus on city planning, school staff and Aboriginal agencies; engage youth leaders at 6 high schools; provide advocacy training for all coalition members and youth leaders)
- b) Create plans and share with key decision makers to create an amended City by-law that creates Healthy Food Zones Around Schools, Healthier School Food

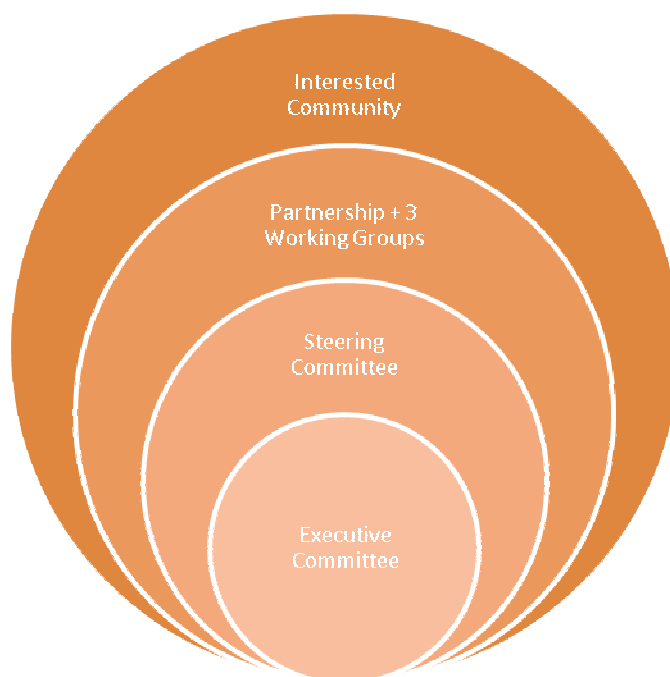
Choices (on menus, at events, sold near schools, at variety stores or mobile vendors, from suppliers) and policies that support School Gardens at all three school boards in the City.

3. The HEMTG Partnership and HEMTG Steering Committee will oversee the implementation of the project activities submitted in proposal submitted to the HSFO May 1, 2011 related to Healthy Food Zones Around Schools; Healthier School Food Choices, Support for School Gardens and Building Capacity for Advocacy.

TERM OF MEMBERSHIP

The Terms of Reference will be re-evaluated in September 2012, when the HSFO grant will be completed.

MEMBERS



Partnership Composition

- Members will be recruited from organizations, groups or communities that are considered to have an interest in the issue of healthy eating for students and potential solutions within the HEMTG Proposal.

Steering Committee Composition

- At least one representative from each of the three Working Groups:
 - Healthy Food Zones (HFZ) Around Schools
 - Youth Food Ambassadors
 - School Gardens
- Efforts will be made to ensure that there is at least one representative from:
 - School Boards, Thunder Bay District Health Unit, Youth

- The HEMTG Coordinator will attend as well as a staff member from the Canadian Red Cross – Thunder Bay Branch as the Lead organization for the grant.

Working Group Composition

- Working Group members have self-identified as being interested in participating on the Group either through individual or organizational interest in one of the 3 key areas.

Executive Committee Composition

- This committee consists of the two Co-chairs and HEMTG Coordinator.

ROLES

- **Partnership Members** are responsible for:
 - attending meetings
 - responding to requests for input between meetings
 - shaping direction in terms of future plans
 - mobilizing staff and volunteers within their agencies to assist with activities of the work plans when possible
 - supporting advocacy for healthier school nutrition environments
 - acting as champions for the HEMTG concepts
 - providing expertise on issues, population groups, settings and approaches
- **Steering Committee** members are responsible as above for Partnership members, but also to:
 - Ensure that the deliverables of the grant are met and that a year two funding proposal is submitted;
 - Review financial aspects of the grant to ensure that deliverables are met; monitor spending and making decisions regarding dealing with variances if necessary;
 - Provide input for the Coordinator's work plan and assist in shaping the direction of the year's activities;
 - Provide direction for the activities of the Working Groups with regard to grant priorities;
 - Plan to strengthen the advocacy capacity of the Partnership.
- **Working Groups (HFZ, School Gardens and Youth Peer Leader/Healthier School Food Choices):**
 - Representatives will be responsible for updating the Steering Committee on progress on activities as outlined in the proposal;
 - Working groups will assist in meeting the deliverables of the grant by prioritizing activities that meet the objectives outlined above and recommending actions for direction of the Partnership and activities to include in a proposal for a second year of funding.
 - Working groups will guide and inform the implementation of issue-specific recommendations as outlined in the grant. The coordinator will support work groups in developing a work plan to compliment the implementation of the issue-specific recommendations.

- **Co-Chairs:** Chairs will be selected by the Steering Committee. The Co-Chairs will work with the HEMTG Coordinator, and be responsible for:
 - staying connected to the HEMTG Project Activities;
 - acting as spokespersons for the Partnership;
 - determining the agenda for steering committee meetings in consultation with the HEMTG Coordinator;
 - chairing meetings of the Steering Committee, promoting participatory decision-making;
 - guiding the Steering Committee through the deliverables of the work plan.
- **Executive Committee:** is responsible for making quick management decisions when required.
- **HEMTG Coordinator:** The Coordinator is paid position, employed by the Canadian Red Cross. This position is responsible for:
 - coordinating meetings and activities outlined in the proposal to ensure deliverables are met e.g. recruitment, logistics;
 - maintaining communication among the stakeholders involved in the HEMTG;
 - ensuring co-chairs have the necessary materials for meetings e.g. reports, discussion documents;
 - compiling information to demonstrate progress/success for inclusion in reports to be submitted to the HSFO by April 15, 2012 and July 31, 2012;
 - overseeing and tracking budget and giving a financial report at each Steering Committee meeting;
 - acting as chair in the event that both co-chairs are absent.
- **Canadian Red Cross Society (CRCS) – Thunder Bay Branch:** The CRCS, through the support of the HEMTG Coordinator, is responsible for:
 - ensuring that the use of funds aligns with the SPARK Grant submission requirements and for monitoring and reporting on the allocated funds;
 - ensuring that the CRCS financial policies and procedures are followed for all expenditures;
 - overseeing employment and supervision of HEMTG Coordinator.
- **Thunder Bay District Health Unit:** The Health Unit is responsible for:
 - providing in-kind staff to act in an advisory capacity to the HEMTG Working Groups;
 - coordinating and training for youth engagement and advocacy.

COMMITMENT

Partnership meetings will take place bi-annually (or more frequently depending on activities of the working groups). Members are expected to be able to attend most of the meetings so a good representation can be attained. Working group members and Steering committee members will attend Partnership meetings.

- Steering Committee meetings will require that quorum of 50% of the steering committee membership can be obtained. Meetings will be scheduled 5 – 6 times per

- year, and members will be responsible for responding to requests for input between meetings.
- Frequency of Working Group meetings will be dependant on activities of the group.

JURISDICTION AND DECISION MAKING AUTHORITY

The jurisdiction of the Steering Committee and the Working Groups is the city of Thunder Bay. The Steering Committee will make decisions that guide the deliverables outlined in proposal submitted to the HSFO May 1, 2011.

- The role of the Steering Committee is to confirm the parameters, objectives, budget and deliverables for the Working Groups.
- The Working Groups are then responsible for working within those parameters and budget to accomplish the deliverables. Anything beyond the scope of the parameters, objectives, and budget must be approved by the Steering Committee.
- Steering Committee members sitting on Working Groups do not speak on behalf of the Steering Committee as a whole, and do not have any extra decision making authority.
- At least one member from each Working Group will sit on the Steering Committee.

GOVERNANCE – DECISION MAKING

Decision-making will be by consensus, ensuring that members have input into the discussion and efforts are made to find innovative solutions within diverse opinions. Decisions are not final unless there is a Quorum of 50%.

The HEMTG Partnership is an independent entity. However, it needs to be accountable to the HSFO for achieving the deliverables outlined in the SPARK Grant work plans. It also needs to be accountable to the financial policies and procedures of the Canadian Red Cross Society as noted above.

RELATIONSHIPS TO OTHER GROUPS

The HEMTG Partnership and Steering Committee recognize that there are many active coalitions in the Thunder Bay District. A number of them have representatives on the Working Groups e.g. Walkability..., School Food ... Food Action Network, Healthy Communities, ... Efforts will be made to keep abreast of other community wide efforts in order to avoid duplication and/or enhance the outcome.

Reviewed by HEMTG Partnership: September 28, 2011
Revised: October 20, 2011
Approved by HEMTG Steering Committee: November 4, 2011